



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

**Corporation Counsel**  
**Corporation Counsel's Office**  
**Starting Salary: K-15(A-C) \$113,547.20 - \$123,884.80**

**Posting: #007-22**  
**Date Posted: 01/01/2022**  
**Deadline: Until filled**

**Responsibilities and Qualifications:**

Provides legal services to the County Board of Commissioners to ensure that the County complies with all applicable laws, minimizes liability exposure, and maximizes the effectiveness of County resources.

- Attend all Board of Commissioner meetings and serve as parliamentarian.
- Perform legal research, interprets laws and rulings, and provide analysis and fact-gathering related to various issues to provide legal advice to Board of Commissioners and County Executive level cabinet.
- Prepare resolutions, proclamations, and ordinances for final drafting and approval by the Board of Commissioners.
- Oversee with outside counsel claims and lawsuits filed against the County.
- Serve as the County's Health Insurance Portability and Accountability Act (HIPPA) and Equal Employment Opportunity Compliance Officer.
- Draft and review contracts when necessary.
- Research and inform Board of Commissioners and County Executive level cabinet on new and pertinent legislative and statutory changes that affect the County government.
- Works in coordination with County Executive level cabinet.
- Serves as parliamentary resources and legal advisor for Board-appointed committees.
- Perform other duties as directed by the Board of Commissioners.

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## HUMAN RESOURCES DEPARTMENT

201 West Kalamazoo Avenue | 4<sup>th</sup> Floor | Kalamazoo, MI 49007

Phone: 269.383.8998 | [www.kalcounty.com/hrd](http://www.kalcounty.com/hrd)

**Education:**

Juris Doctorate and licensed to practice law in the State of Michigan.

**Experience:**

Five (5) years of municipal law experience or comparable experience, training, and education. Comprehensive knowledge of municipal law and strong understanding of authorities and responsibilities of Counties, Cities, Villages, and Townships. Up to date on applicable Federal and State laws. Skills in analysis, research, writing, court representation, and oral and written communications.

VETERANS: Please provide your joint services transcript with your application.

[Submit a Cover letter and resume.](#)

**Apply online:** <https://www.kalcounty.com/jobs>.

<https://www.kalcounty.com/hrd/openings.php>